

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



October 14, 2005

TO: ALL CCLD REGIONAL MANAGERS  
ALL COUNTY LICENSING AGENCIES

FROM:  JO FREDERICK, Deputy Director  
Community Care Licensing Division

**SUBJECT: INSTRUCTIONS FOR TRANSFERRING BACKGROUND CHECKS FOR  
COUNTY LICENSED FOSTER FAMILY HOMES AND FAMILY CHILD  
CARE HOMES**

**AB 1240 Overview**

AB 1240 (Mullen) Chapter 653, Statutes of 2004 amends Sections 1522(h) and 1596.871(h) of the Health and Safety Code to allow the transfer of completed background checks between licensing agencies, as long as the transfer is for the same 'applicant type'. To complete the transfer, the legislation authorizes the Department of Justice (DOJ) to transfer the authority for receipt of subsequent criminal history and CACI information from one county or state licensing agency to another. Evaluator manual section 7-1770 now includes the revised transfer process.

AB 1240 will permit the transfer of a criminal record clearance and/or exemption between county licensing agencies and between county and state licensing agencies, as long as the facility remains licensed for the same applicant type as defined by DOJ. As counties only contract for the Foster Family Homes (FFH) and Family Child Care (FCCH) licensing categories, this new transfer authority will impact background checks conducted for those categories only. Transfers are allowed only within the same licensing category -- that is, a FCCH to FCCH, or FFH to FFH. Homes certified by licensed Foster Family Agencies (FFAs) are defined by DOJ as the same applicant type as licensed FFHs, and therefore transfers between FFA certified homes and county licensed FFHs are allowed.

**This legislation does not authorize the following transfers:**

- **Between a FCCH and a FFH.**

- **Between a Foster Family Home and homes utilized by counties for placement of a relative child.**
- **Between persons on the TrustLine Registry and county licensed FCCH or FFH homes.**

Upon approval of the transfer, DOJ will transfer the authority to receive subsequent criminal history information to the requesting licensing agency and terminate the originating agency's right to the subsequent information. DOJ will also transfer subsequent CACI notification to the newly authorized licensing agency.

DOJ is authorized to charge a fee for transferring the authority to receive subsequent criminal history and CACI information. The receiving county or state licensing agency must enter their valid DOJ billing code on the transfer request form. DOJ will bill the receiving county or state licensing agency \$10 for the transfer.

### **Process for Requesting and Completing a Transfer**

If a FCCH, FFH or certified home applicant, employee or resident indicates that he/she has received a criminal record clearance or exemption through another licensing agency, he/she may be eligible to have their clearance or exemption transferred.

The receiving licensing agency must contact the original state Regional Office or county licensing office to verify that the applicant is eligible for transfer. Applicants are only eligible for transfer if they have an "active" status at DOJ, that is, the licensing agency is still authorized to receive subsequent history information from DOJ and has not made the applicant inactive by returning a 'no longer interested' form to DOJ. The receiving licensing agency must also inquire as to whether the individual has a clearance or a criminal record exemption.

If the individual is eligible for transfer, the following procedures must be followed:

- Give the individual a copy of the BCII 9002, Substitute Agency Notification Request. Copies of the form are available on the Department of Social Services (DSS) Community Care Licensing Division (CCLD) website at <http://www.dss.cahwnet.gov/pdf/BCII9002.pdf>.
- The individual must:
  - Complete Step I of the form (applicant information).
  - Contact the previous licensing agency to obtain information to complete Step II.

- Return the form to the receiving licensing agency with Step I and Step II completed.
- When the individual with a clearance returns the form with Step I and II completed, the receiving licensing agency must complete Step III and forward the form to DOJ.
- If the individual has a criminal record exemption, the receiving licensing agency must ask the original licensing agency to send the original criminal history information and relevant exemption support materials. Materials must be sent by certified mail. When informing the original licensing agency of the need to send copies of exemption materials, receiving agencies must include a specific address and designated specific staff person to receive the file. All original documentation regarding the applicant's background check will now be maintained by the receiving licensing agency. The original licensing agency must keep copies of exemption documentation as outlined in Evaluator Manual Section 7-2000.

*NOTE: Under most circumstances, if the applicant has been approved for an exemption, the receiving licensing agency will agree with the exemption decision and approve the transfer. If the receiving licensing agency is concerned about the original exemption decision, they must contact their legal consultant.*

- If it is determined that the exemption can be transferred, complete Step III and send the completed form to DOJ.
- When DOJ has approved the transfer, they will send a copy of the form back to the receiving licensing agency indicating that the transfer has been completed.
- When the approved form is received from DOJ, the receiving licensing agency must send a copy of the approved transfer form to the original licensing agency. Licensing agencies receiving notice of a DOJ approved transfer to another licensing agency must inactivate the individual by submitting a no longer interested form to DOJ.

Licensing agencies now receive subsequent CACI notification for CACI requests (LIC 198) submitted on or after January 1, 1999. As a result, if the applicant submitted their original request prior to January 1, 1999, he/she must submit a new CACI request as part of the transfer process. The licensing agency requesting the transfer must ensure that the applicant submits an LIC 198 (and a \$15 processing fee) along with the Substitute Agency Notification Request (BCII 9002) to DOJ.

Licensure or certification cannot be approved until DOJ has approved the transfer. Employment or residency cannot begin until DOJ has approved the transfer.

CCLD Regional Office questions regarding the transfer process should be directed to Linda Lucero-Maes, Caregiver Background Check Bureau, at (916) 274-0486. County questions regarding the transfer of background checks should be directed to the CCLD County Liaisons. A listing of CCLD offices responsible for Foster Family Home and Family Child Care Home licensure is attached.

Attachments

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



## COMMUNITY CARE LICENSING DIVISION CHILDREN'S RESIDENTIAL PROGRAM OFFICES

**STATEWIDE CHILDREN'S RESIDENTIAL PROGRAM OFFICE**

**Colleen Anderson, Program Administrator**  
100 Corporate Pointe, Suite 350, MS: 29-17  
Culver City, CA 90230  
(310) 665-1940 FAX (310) 665-1979

**NORTHERN CALIFORNIA CHILDREN'S RESIDENTIAL PROGRAM REGIONAL OFFICE**

**Gary Palmer, Regional Manager**  
2525 Natomas Park Drive, Suite 270, MS: 19-35  
Sacramento, CA 95833  
(916) 263-4700 FAX (916) 263-4744  
Counties: Amador, Calaveras, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne and Yolo

**CHICO CHILDREN'S RESIDENTIAL PROGRAM LOCAL UNIT**

**Marie Smith, Local Unit Manager**  
520 Cohasset Road, Suite 6, MS: 29-05  
Chico, CA 95926  
(530) 895-5033 FAX (530) 895-5934  
Counties: Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity and Yuba

**CENTRAL CALIFORNIA CHILDREN'S RESIDENTIAL PROGRAM REGIONAL OFFICE \***

**Angela Valdez, Regional Manager**  
111 North Market Street, Suite 350, MS: 29-07  
San Jose, CA 95113  
(408) 277-1289 FAX (408) 277-2045  
Counties: Monterey, San Benito, Santa Clara and Santa Cruz

**FRESNO CHILDREN'S RESIDENTIAL PROGRAM LOCAL UNIT**

**Duane Matsubara/Les Inouye, Local Unit Managers**  
770 East Shaw Avenue, Suite 330, MS: 29-02  
Fresno, CA 93710  
(559) 445-5691 FAX (559) 445-5097  
Counties: Alpine, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono and Tulare

**ROHNERT PARK CHILDREN'S RESIDENTIAL PROGRAM LOCAL UNIT**

**Linda Walker, Local Unit Manager**  
101 Golf Course Drive, Suite A-230, MS: 29-11  
Rohnert Park, CA 94928  
(707) 588-5026 FAX (707) 588-5080  
Counties: Marin, Mendocino, Napa, Solano, and Sonoma

**SAN BRUNO CHILDREN'S RESIDENTIAL PROGRAM LOCAL UNIT**

**Linda Walker, Local Unit Manager**  
851 Traeger Avenue, Suite 360, MS: 29-16  
San Bruno, CA 94066  
(650) 266-8800 FAX (650) 266-8841  
Counties: Alameda, Contra Costa, San Francisco, and San Mateo

**PACIFIC INLAND CHILDREN'S RESIDENTIAL PROGRAM REGIONAL OFFICE \***

**Sergio Ramirez, Regional Manager**  
3737 Main Street, Suite 600, MS: 29-26  
Riverside, CA 92501  
(909) 782-4207 FAX (909) 782-4967  
Counties: Riverside and San Bernardino

**ORANGE COUNTY CHILDREN'S RESIDENTIAL PROGRAM LOCAL UNIT**

**Kathleen Casey, Local Unit Manager**  
770 The City Drive, Suite 7100, MS: 29-28  
Orange, CA 92668  
(714) 703-2840 FAX (714) 703-2868  
County: Orange

**SAN DIEGO CHILDREN'S RESIDENTIAL PROGRAM LOCAL UNIT**

**Kathleen Casey, Local Unit Manager**  
7575 Metropolitan Drive, Suite 109, MS: 29-06  
San Diego, CA 92108-4402  
(619) 767-2300 FAX (619) 767-2252  
Counties: Imperial and San Diego

**LOS ANGELES AND TRI-COASTAL COUNTIES CHILDREN'S RESIDENTIAL PROGRAM REGIONAL OFFICE \***

**Jean Chen, Regional Manager**  
1000 Corporate Center Drive, Suite 200A, MS: 31-08  
Monterey Park, CA 91754  
(323) 981-3300 FAX (323) 981-3425  
County: Los Angeles

**SANTA BARBARA CHILDREN'S RESIDENTIAL PROGRAM LOCAL UNIT**

**Merle Berg, Local Unit Manager**  
360 South Hope Avenue, Suite C-105, MS: 29-09  
Santa Barbara, CA 93105  
(805) 682-7647 FAX (805) 682-8361  
Counties: San Luis Obispo, Santa Barbara and Ventura

**LOS ANGELES METRO AND VALLEY CHILDREN'S RESIDENTIAL PROGRAM REGIONAL OFFICE**

**Lenora Copeland, Regional Manager**  
6167 Bristol Parkway, Suite 210, MS: 31-09  
Culver City, CA 90230  
(310) 568-1807 FAX (310) 417-3680  
County: Los Angeles

**WOODLAND HILLS CHILDREN'S RESIDENTIAL PROGRAM LOCAL UNIT**

**Merle Berg, Local Unit Manager**  
21731 Ventura Boulevard, Suite 250, MS: 29-14  
Woodland Hills, CA 91364  
(818) 596-4334 FAX (818) 596-4376  
County: Los Angeles

\* Adoption Licensing Questions

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**COMMUNITY CARE LICENSING DIVISION CHILD CARE OFFICES**

**CHILD CARE PROGRAM OFFICE**  
**Melissa Miller Program Administrator**  
 744 P Street, M.S. 19-48  
 Sacramento, CA 95814  
 (916) 229-4500  
 FAX (916) 229-4508

**NORTHERN CHILD CARE AREA OFFICE**  
**Valerie Jones, Assistant Program Administrator**  
 8745 Folsom Boulevard, Suite 130, MS: 19-48  
 Sacramento, CA 95826  
 (916) 229-4500 FAX (916) 229-4508

**SOUTHERN CHILD CARE AREA OFFICE**  
**Cagle Moore, Assistant Program Administrator**  
 6167 Bristol Parkway, #400, MS 29-13  
 Culver City, CA 90230  
 (310) 337-4333 FAX (310) 342-6849

**CHICO REGIONAL OFFICE**  
 520 Cohasset Road, Suite 6, MS: 29-05  
 Chico, CA 95926  
 (530) 895-5033 FAX (530) 895-5934  
**Regional Manager:**  
**Earl Nance**  
 Counties: Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen,  
 Mendocino, Modoc, Napa, Plumas, Shasta, Sierra, Siskiyou,  
 Sonoma, Sutter, Tehama, Trinity and Yuba

**MISSION VALLEY REGIONAL OFFICE**  
 7575 Metropolitan Drive, Suite 110, MS: 29-20  
 San Diego, CA 92108-4421  
 (619) 767-2200 FAX (619) 767-2203  
**Regional Manager:**  
**Tom Hersant**  
 County: San Diego, Imperial

**ROHNERT PARK LOCAL UNIT**  
 101 Golf Course Drive, Suite A-230, M.S. 29-11  
 Rohnert Park, CA 94928  
 (707) 588-5026 FAX (707) 588-5099  
**Local Unit Manager:**  
**Myrtle Herin**  
 Counties: Lake, Mendocino, Napa and Sonoma

**INLAND EMPIRE REGIONAL OFFICE**  
 3737 Main Street, Suite 700, MS: 29-12  
 Riverside, CA 92501  
 (951) 782-4200 FAX (951) 782-4985  
**Regional Manager:**  
**Robert Gonzalez**  
 Counties: Riverside and San Bernardino

**RIVER CITY REGIONAL OFFICE**  
 8745 Folsom Boulevard, Suite 200, MS: 19-29  
 Sacramento, CA 95826  
 (916) 229-4530 FAX (916) 387-1933  
**Regional Manager:**  
**Charles Boatman**  
 Counties: Alpine, Amador, Calaveras, El Dorado, Nevada, Placer,  
 Sacramento, San Joaquin, Tuolumne and Yolo

**ORANGE COUNTY REGIONAL OFFICE**  
 750 The City Drive, Suite 250, MS: 29-10  
 Orange, CA 92868  
 (714) 703-2800 FAX (714) 703-2831  
**Regional Manager:**  
**Mary Kaarmaa**  
 County: Orange

**FRESNO REGIONAL OFFICE**  
 770 East Shaw Avenue, Suite 300, MS: 29-01  
 Fresno, CA 93710  
 (559) 243-4588 FAX (559) 243-8070  
**Regional Manager:**  
**Brian Barnett**  
 Counties: Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced,  
 Mono, Stanislaus and Tulare

**CENTRAL COAST REGIONAL OFFICE**  
 360 South Hope Avenue, Suite C-105, MS: 29-09  
 Santa Barbara, CA 93105  
 (805) 682-7647 FAX (805) 682-8361  
**Regional Manager:**  
**Colleen Young**  
 Counties: San Luis Obispo, Santa Barbara and Ventura

**BAY AREA REGIONAL OFFICE**  
 1515 Clay Street, Suite 1102, MS: 29-04  
 Oakland, CA 94612  
 (510) 622-2602 FAX (510) 622-2641  
**Regional Manager:**  
**Fred Gill**  
 Counties: Alameda and Contra Costa

**LOS ANGELES NORTHWEST REGIONAL OFFICE**  
 6167 Bristol Parkway, Suite 400, MS: 29-13  
 Culver City, CA 90230  
 (310) 337-4333 FAX (310) 337-4360  
**Regional Manager:**  
**Mary Iroz**

**PENINSULA REGIONAL OFFICE**  
 801 Traeger Avenue, Suite 100, MS: 29-24  
 San Bruno, CA 94066  
 (650) 266-8843 FAX (650) 266-8847  
**Regional Manager:**  
**Barbara Mordy**  
 Counties: Marin, San Francisco, San Mateo,  
 Solano

**LOS ANGELES EAST REGIONAL OFFICE**  
 1000 Corporate Center Drive, Suite 200B, MS: 29-15  
 Monterey Park, CA 91754  
 (323) 981-3350 FAX (323) 981-3355  
**Regional Manager:**  
**Maria Hendrix**

**ROHNERT PARK LOCAL UNIT**  
 101 Golf Course Drive, Suite A-230, M.S. 29-11  
 Rohnert Park, CA 94928  
 (707) 588-5026 FAX (707) 588-5099  
**Local Unit Manager:**  
**Carl Hockett**  
 Counties: Marin and Solano

**SAN JOSE REGIONAL OFFICE**  
 111 North Market Street, Suite 300, MS: 29-08  
 San Jose, CA 95113  
 (408) 277-1286 FAX (408) 277-2071  
**Regional Manager:**  
**Paula Walsh**  
 Counties: Monterey, San Benito, Santa Clara and Santa Cruz